

PART 301-11–PER DIEM EXPENSES

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Subpart A-General Rules

301-11.1(a)(i) When am I entitled to per diem?

You are entitled to per diem when the following three conditions are met:

- 1) when the travel performed is more than 50 miles from the vicinity of your official duty station (corporate limits of the city or town in which employee is stationed), **and**
- 2) when the travel performed is more than 50 miles from your residence (place from which employee commutes daily to their official duty station), **and,**
- 3) when you are in a travel status for more than 12 hours.

See FTR, Chapter 301-11.

301-11.1(d)(i) Can I claim per diem when I perform official travel or attend conferences in the vicinity of my official duty station or residence?

No. According to *Department of Commerce Travel Handbook Special Transmittal, ST-95-4*, dated August 2, 1995, per diem **will not be authorized or paid** to employees who perform official travel or attend conferences in the vicinity of their official duty station or residence.

301-11.1(d)(ii) Are there situations where I could receive per diem within the vicinity of my official duty station or residence?

Yes. Under unusual circumstances, the official who authorizes the travel order **may** authorize per diem on a case-by-case basis, based upon commuting time or distance, the location of the employee's residence and official duty station, or the nature of the temporary duty as it relates to the programmatic mission of the operating unit. However, the travel time must be 12 hours or more.

301-11.1(d)(iii) When per diem is authorized within the vicinity of my official duty station or residence, do I need to provide a justification?

Yes. When per diem is authorized within the vicinity of your official duty station or residence, you are required to provide a justification on the travel order.

The following rules apply to Government and commercial ship travel. Per diem both to and from the ship will be computed under lodgings plus per diem.

301-11.101(b)(i) What per diem am I entitled to aboard a ship that is not docked and meals are provided?

You are entitled to no less than a \$2.00 allowance for incidentals when aboard a ship that is not docked and meals are provided.

301-11.101(b)(ii) What am I entitled to aboard a ship that is docked and meals are not provided?

You are entitled to the locality M&IE rate when aboard a ship that is docked and meals are not provided.

301-11.101(b)(iii) What am I entitled to aboard a ship that is docked and meals are provided, but not lodging?

You are entitled to the applicable maximum lodging rate, plus the applicable incidental rate when aboard a ship that is docked and meals are provided, but not lodging. The incidental rate for CONUS travel will always be \$2. Use the *FTR, Chapter 301, Appendix B “Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance”* when determining the appropriate incidental rate for OCONUS travel.

301-11.101(b)(iv) What M&IE rate am I entitled to when en-route to and from the ship?

You are entitled to the origin M&IE rate when en-route to and from the ship. Origin is defined as the place (permanent duty station or residence) where travel begins.

301-11.101(b)(v)**What am I entitled to aboard a small NOAA vessel?**

For duty aboard small NOAA vessels (those which do not have permanently assigned crews, including a certified cook, and do not have established mess operations), it is NOAA policy that all food and other items related to mess operations, for use on these vessels, will be initially purchased from, and the cost will be recorded in, appropriate vessel accounts. Meals and lodging are to be provided without charge to the crew and all expedition participants while on temporary duty aboard these vessels. When these vessels are used by NOAA elements on a reimbursable basis, the cost of mess operations should be included in the transfer of cost to the benefitting program. Staff officers having jurisdiction over small NOAA vessels will be responsible for maintaining and accounting for mess inventories, providing suitable rations to users of the vessel while on authorized missions, and preparing the required NOAA Form 75-6, "Quarterly Statement of General Mess and Food Account." As a guide to staff officers and vessel managers, the cost of mess operations should be planned within the existing per diem rate aboard vessels which provide for actual mess expenses plus a \$2.00 incidental allowance to traveling employees, total not to exceed \$9.50.

Subpart D–Actual Expense

301-11.307 How do I calculate actual expenses for *lodging only*?

When calculating actual expenses for lodging only, multiply the applicable actual expense rate times the whole per diem rate. Subtract the applicable M&IE rate from the total to get the maximum amount that can be claimed for lodging under actual expense.

301-11.308 Can I see an example of how to calculate actual expenses for *lodging only*?

Yes. The following is an example of actual expenses at 150% for lodging only using the Silver Spring area (M&IE is not increased):

<u>Per Diem</u>		<u>Actual Expenses</u> <u>(for lodging only)</u>
Lodging	\$115	150% x \$153 = \$229.50
M&IE	\$ 38	(rounded to \$230)
Maximum Per Diem	\$153	\$230 - \$38 = \$192

For the Silver Spring area, the maximum allowable lodging based on 150% actual expense is \$192. In this situation, since you are not increasing M&IE, you do not have to itemize M&IE.

301-11.309 Can the lodging amount be authorized at a different actual expense rate than the meals and incidental expense (M&IE) amount?

Yes. You can authorize the lodging amount at a different actual expense rate than the M&IE amount. For example, you can authorize lodging at 300% and M&IE at 150%.

301-11.310

How do I calculate actual expenses for *lodging and M&IE*?

- 1) To establish the maximum actual expense for lodging and M&IE, multiply the applicable actual expense rate times the whole per diem rate.
- 2) To establish the maximum actual expense allowable for M&IE, multiply the applicable actual expense rate times the M&IE rate.
- 3) To establish the maximum actual expense allowable for lodging, subtract the maximum allowable for M&IE from the maximum allowable for lodging and M&IE (subtract #2 from #1).

See FTR, Chapter 301-11.300.

301-11.311

Can I see an example of how to calculate actual expenses for *lodging and M&IE*?

The following is an example of actual expenses at 150% for lodging and 125% for M&IE in the Silver Spring area:

<u>Per Diem</u>		1) <u>Actual Expenses</u> <u>(for lodging and M&IE)</u>
Lodging	\$115	150% x \$153 = \$229.50
M&IE	\$ 38	(rounded to \$230)
Maximum Per Diem	\$153	

2) Actual Expenses for M&IE 3) Actual Expenses for lodging

125% x \$38 = \$47.50
(Rounded to \$48)

\$230 - \$48 = \$182

For the Silver Spring area, the maximum allowable lodging based on 150% actual expense is \$182, and the M&IE based on 125% actual expense is \$48. In this situation, since you are increasing M&IE, you will have to itemize each M&IE.